



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

COMMUNITY HEALTH PROGRAM SPECIALIST

Class No. 004775

■ CLASSIFICATION PURPOSE

Under general supervision, to provide administrative and technical program support for County community health program development, analysis, implementation and delivery; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Community Health Program Specialist is a professional supervisory class responsible for providing direct and indirect supervision to professional, administrative and clerical staff. Incumbents report to management and perform administrative duties and provide technical support in the areas of community health program planning, development, implementation, monitoring, reporting and analysis. Positions in this class are found only in the Health and Human Services Agency (HHSA).

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Plans, organizes, coordinates, directs, manages and evaluates community program activities in accordance with County, State, and Federal regulations and guidelines.
2. Recruits providers of public health services.
3. Provides technical assistance to providers in program development and evaluation.
4. Ensures that contracts are in compliance.
5. Collects, compiles, organizes and analyzes data and information.
6. Provides training to community health program providers.
7. Monitors service providers for compliance with State of California regulations, program standards, and County contract guidelines.
8. Negotiates contracts with providers of community health services; assists in the analysis, development and implementation of contracting procedures.
9. Coordinates services with community health service providers, other public and private agencies, and community groups.
10. Develops and maintains data management systems to provide complex, technical reports to various audiences including State funding agencies.
11. Performs program site evaluations and acts as liaison between State officials and service providers.
12. Analyzes and synthesizes research on community health services and issues, and related legislation; assists in developing appropriate policies and responses to community health problems.
13. Oversees and directs the preparation of a community health program plan and associated budgets.
14. Acts as the principal liaison with government agencies and community groups.
15. Recruits, selects, trains, evaluates and supervises subordinate professional and support staff.

16. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of community health program planning, development and evaluation.
- Principles of public administration, contracting and budgeting.
- Principles and methods of conducting contract negotiations.
- Principles of data collection and management, statistics and statistical analysis.
- Methods and procedures of community health care program administration and service delivery.
- Federal, State and local community resources in the public or private sector of health care and social services.
- State and Federal regulations, laws, and policies related to community health programs.
- Principles of supervision and training.
- State and Federal regulations, laws, and policies pertaining to maternal/child health and public health.
- Principles, concepts and practices of maternal/child health and public health.
- Current public health issues.
- County customer service objectives and strategies.

Skills and Abilities to:

- Communicate effectively orally and in writing.
- Apply methods and procedures appropriately to problems associated with community health care program administration.
- Interpret Federal, State and County regulations.
- Access obstetrical and ancillary services for low-income clients.
- Research, compile, analyze, interpret and disseminate data and information.
- Read and interpret complex documents, legislation and policies.
- Prepare comprehensive reports and recommendations.
- Administer, report, and monitor aspects of grants and contracts from maternal/child health, education, and social services funding sources.
- Interpret program services and norms to various audiences.
- Work independently on a wide variety of tasks.
- Establish and maintain cooperative and effective working relations with staff, contractors, service providers, government officials and members of the public.
- Present public policy and represent the Department in meetings with State and County officials, community groups and service providers.
- Recognize, define, and resolve specific administrative and organizational problems.
- Plan, organize and direct the county's Maternal & Child Health Program.
- Translate complex concepts into feasible program responses.
- Supervise and train subordinate staff.
- Develop and monitor budgets for community health programs.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A master's degree in a health or social services field, OR
2. Certification that meets the California State Department of Health Services definition of "skilled professional medical personnel" (e.g., registered nurse, nutritionist, medical social worker, public health educator); AND, three (3) years of administrative or program management experience in the health care field, one (1) year of which was at a supervisory level.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Current license meeting State of California skilled medical professional requirements such as registered nurse, nutritionist, medical social worker, and public health educator.

Working Conditions

Office environment; exposure to computer screens. Work may involve travel to locations within and outside the County.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

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Revised: February 20, 1997,
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